



National
Aeronautics and
Space
Administration

Headquarters Request for Screening of Non-Federal Personnel in ADP Sensitive Positions

SEE REVERSE FOR INSTRUCTIONS

APPLICANT DATA

NAME (Last, First, Middle)	TELEPHONE
POSITION TITLE	CONTRACT NUMBER

JUSTIFICATION (Continue on separate sheet if needed)

I certify that all information provided on this request is complete and accurate.

EMPLOYEE'S SIGNATURE	DATE
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CONTRACTOR PROGRAM MANAGER

SYSTEM SENSITIVITY/CRITICALITY

☐

a. LEVEL 1

☐

b. LEVEL 2

☐

c. LEVEL 3

ACCESS PRIVILEGES

☐

NON-PRIVILEGED

☐

LIMITED PRIVILEGED

☐

PRIVILEGED

I certify that access to the automated information, at the level indicated above, is essential to performance of the applicant's duties. I acknowledge my responsibility to notify the COTR when the applicant named above leaves the contract or has a significant change in duties that warrant a change in access privilege.

NAME OF CONTRACTOR PROGRAM MANAGER	MAIL SUITE	OFFICE PHONE
SIGNATURE OF CONTRACTOR PROGRAM MANAGER	DATE	

COTR REVIEW

I acknowledge my responsibility to contact the appropriate Headquarters systems manager when the applicant no longer requires access to NASA systems to perform their job function.

NAME AND TITLE OF COTR	MAIL SUITE	OFFICE PHONE
SIGNATURE OF COTR	DATE	

INSTRUCTIONS

The Contracting Officer Technical Representative (COTR) is responsible for ensuring that this form is completed for all ADP sensitive positions on the contract. Once the applicant has filled out the "Applicant Data" section, the form is to be forwarded to the contractor program manager who will identify the system/application's sensitivity/criticality level and access privilege. The form is returned to the COTR for review and signature. Once signed by the COTR, the form is to be submitted to the Headquarters Personnel Security Officer (COB).

Name: Name of individual who will hold the ADP sensitive position.

Telephone: The individual's work phone number.

Position Title: The applicant's position and title.

Contract Number: The contract number assigned to the contract the applicant is working on.

Justification: This item is to be completed by the applicant and should describe the applicant's duties fully and explain the need for access to NASA automated information systems. Identify the program being supported and the specific system to which the applicant will have access. Include estimated access frequency, type of access required (i.e., privilege user, access to multiple applications, systems programmer, installs, modifies, etc.) and any administrative, technical, or environmental protective measures which may lower screening requirements. The justification must clearly indicate that the applicant has a bona fide requirement for access in the performance of assigned duties.

System Sensitivity/Criticality: This item is to be completed by the NASA system/application owner. Upon review of the justification and system sensitivity/criticality level, the NASA system/application owner makes a determination as to the access privilege by checking the appropriate box: Privileged Access - Can bypass, modify, or disable the technical or operational system security controls; Limited Privileged Access - Can bypass security controls for part of a system or application, but not the entire system or application; or Non-Privileged Access - Cannot bypass any security controls. Refer to the matrix below for guidance on determining the access privilege (i.e., minimal to substantial impact, etc.).

Name of Contractor Program Manager: This is the name of the responsible **Contractor Program Manager**.

Name and Title of COTR: This is the name and title of the NASA individual responsible for monitoring the contract.

ADP POSITION ACCESS PRIVILEGES

	NON-PRIVILEGED	LIMITED PRIVILEGED	PRIVILEGED
System Sensitivity/Criticality Level	<div>0</div> <div>NAC</div> <div>Minimum to Limited Impact</div>	<div>NAC</div> <div>Minimum to Limited Impact</div>	<div>NAC</div> <div>Minimum to Limited Impact</div>
	<div>1</div> <div>NAC</div> <div>Minimum to Limited Impact</div>	<div>NAC</div> <div>Minimum to Moderate Impact</div>	<div>NAC</div> <div>Moderate Impact</div>
	<div>2</div> <div>NAC</div> <div>Limited to Moderate Impact</div>	<div>NAC</div> <div>Moderate to Substantial impact</div>	<div>LBI</div> <div>Grave Impact</div>
	<div>3</div> <div>NAC</div> <div>Substantial to Grave Impact</div>	<div>LBI</div> <div>Grave to Significant Impact</div>	<div>BI</div> <div>Significant to Maximum Impact</div>

NAC - National Agency Check

LBI - Limited Background Investigation

BI - Background Investigation



Area denotes possible Headquarters sensitivity/criticality levels and access privileges since there are currently no Level 0 or Level 3 systems at Headquarters.